

Single Detached Dwelling and Duplex: Building Permit Application Guideline

The purpose of this guideline is to assist the homeowner builder and contractor through the New Single Detached and Duplex Dwelling, Additions and Accessory Building Permit process. This guide will provide the client with information on the City's requirements for permits and inspections. This bulletin is a guide only. It should be used in conjunction with, and not as a substitute for the New Westminister Building Bylaw, New Westminister Zoning Bylaw, and current editions of the B.C. Building Code, B.C. Plumbing Code and Canadian Electrical Code (with B.C. amendments).

Building Permits are **required** when you wish to:

- construct a new home;
- construct a new detached accessory building or accessory structure greater than 100sqft
- repair, renovate or add to an existing building;
- remove, relocate, alter or construct interior walls;
- complete a previously unfinished area in an existing building;
- create a secondary suite
- construct, cover or enclose a porch or sun deck;
- demolish, relocate or move a building (note water and sewer cap off fees are required);
- construct a swimming pool, hot tub or spa pool;
- construct a chimney or install a wood stove or insert;
- construct retaining walls over 0.9m (3ft) in height, drawings and engineers approvals required for permit

Building Permits are **NOT** required for non-structural minor modifications such as:

- cupboards & cabinetry;
- painting;
- roofing repairs or re-roofing (third party inspection recommended);
- exterior finish repair or replacement;
- landscaping, sidewalks, fences (check with the Planning Department for fence heights);
- accessory buildings less than 100 sq ft (note: the accessory structure needs to comply to the current zoning, please consult with the Building Department);

Plumbing, Hydronic Heating and Sewer Permits are required when you wish to:

- install new plumbing fixtures
- install a Hydronic Heating System (separate Hydronic heating permit required)
- alter or extend a Hydronic Heating System (separate Hydronic heating permit required)
- construct a swimming pool, hot tub or spa pool
- install fire sprinkler
- install a in-ground sprinkler irrigation system
- install, replace or alter and a sanitary sewer
- install a new drain tile system
- install, replace or alter a water service

Plumbing, Hydronic Heating and Sewer Permits are **NOT** required for:

- repair minor leaks in water pipes
- repair minor leaks in hydronic heating systems
- replace plumbing fixtures (C.S.A. approved only);
- remove soil or waste pipe blockage (via system clean outs only)
- minor repairs to existing sanitary sewer (removal or blockage)
- minor repairs to existing water service (repair a leak)
- minor repairs to existing drain tile system (removal of blockage or damaged pipe)
- regular scheduled maintenance

**If you are unsure whether the work you are performing requires a permit,
Please contact the Building Department for more information.**

APPLICATION FOR A BUILDING PERMIT:

1. Review the checklist in the “[Single Detached Residence Permit Application Package](#)” for further information regarding required drawings and documentation.
2. Once you have acquired the required drawings and documents, you may apply for a Building Permit. All required documents must be submitted at the time of permit application; incomplete applications will not be accepted.
3. You may apply for a Building Permit at the Building Division counter at City Hall.

Processing of Building Permit Application:

The review of plans for compliance with the bylaws of the City will take approximately **8-10 weeks*** or longer depending on:

- volume of applications;
- the complexity of the project;
- the accuracy of the application;
- heritage building review by Planning Department;
- if a development variance permit or rezoning is required
- if restrictive covenants need to be registered (secondary suite or flood/subsidence)
- building in Queensborough (refer to the Construction Guide for Queensborough for further information)
- the compliance of the plans with the applicable zoning and other bylaws including the current edition of the building code;

* ***During peak periods of construction activity, these estimated times will be exceeded.***

Issuance of a Building, Plumbing or Hydronic Heating Permit:

A Permit will be issued following the acceptance of plans showing compliance with City Bylaws and other applicable enactments and the payment of the appropriate permit fees, applicable Engineering and Public Works fees, Site Development Undertaking Deposit (SDU) and the Waste Disposal Deposit. Please note that contractors are required to have valid trade qualification identification for sub-trade permits and a current Business License with the City.

Engineering and Public Works Fees:

A building permit application may be subject to additional Engineering and Public Works fees, which may include, but not be limited to;

- water connection, disconnect or replacement;
- sanitary sewer connection, disconnect or replacement;
- storm sewer connection, disconnect or replacement
- installation of culverts or bulkheads.
- lane tie-ins as necessary
- installation or removal of driveway crossings
- site development undertaking (SDU)
- culvert crossings or ditch in-fill

These fees are to be paid prior to the issuance of any Building Permit. For further information regarding Engineering Service fees, please contact the Engineering and Public Works at 604-527-4592.

**For further information regarding the Building Permit application process
contact the Building Department at
604-527-4580 or email buildingdept@newwestcity.ca**